

City and County of Denver



Campaign Finance Reporting User's Manual

December 11, 2012 – Version 1.6

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1. The Fundamentals

Campaign finance reporting requires the use of the web-based Campaign Finance Reporting System to create and process campaign finance reports. This system is accessed directly from the campaign finance web page on www.denvergov.org/campaignfinance.

1.1 Campaign Finance Reporting Responsibilities

- Every campaign that receives \$500 or more or pays expenses of \$500 or more is required to report all contributions, expenditures, in-kind contributions, loans, and overdue obligations.
- Denver Elections Division receives Campaign Finance Reports for all Denver municipal issues, municipal candidates, and PACs seeking to influence municipal elections. Campaign Finance reports for all statewide elections (not specifically municipal) are submitted to the Colorado Secretary of State.
- All reports are due based on a specified schedule according to the Denver Revised Municipal Code (D.R.M.C.) Title II, Chapter 15, Article III.
- Every user of this system will go to www.denvergov.org/campaignfinance and then click on the link on the left side of the screen entitled Online Campaign Finance Filing.

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2. The Campaign Finance Reporting System

Users of the Campaign Finance Reporting System are required to file timely reports. In order to simplify this process, Denver has created a web-based system in which all reporting information is input and submitted electronically. Most of the campaign organization documents must still be submitted manually due to the requirement for signatures and notarizations on specific forms. This manual assists the user in effectively navigating the Campaign Finance Reporting System and should answer most questions the user might encounter.

2.1 Launching Campaign Finance Reporting System

1. Log into your computer system and access the internet with a web browser. Google Chrome or Mozilla Firefox is recommended.
2. Go to the Denver Campaign Finance web page at www.denvergov.org/campaignfinance.
3. Click on the *Online Campaign Finance Filing* link (fig. 2.2.1).
4. Then scroll down just a bit and click on the, *To begin, please log in here*. link in the middle of the screen.
5. This will open the login screen for MyDenver.

Figure 2.1.1



Figure 2.1.2

The screenshot shows the Denver Clerk and Recorder's website. At the top, there is a navigation bar with links for 'Elections & Voting', 'Foreclosures', 'Marriage Licenses', 'Records & Recording', 'Newsroom', 'About Us', and 'Contact Us'. The main content area has a breadcrumb trail: 'Clerk and Recorder' > 'Elections & Voting' > 'Campaign Information' > 'Online Campaign Finance Filing'. On the left, a sidebar lists links for 'Campaign Finance', 'Online Campaign Finance Filing', 'Running for School Board', 'Running for Municipal Office', 'Voter Data', 'Poll Watchers', 'Campaign Forms', and 'FAQs'. A red arrow points to the 'To begin, please log in here.' link in the main content area. The main content area also contains text about campaign finance reporting rules and a link to the 'Campaign Forms page'. To the right, there are sections for 'Campaign Links' (with links to 'Election Rules', 'Precinct Caucuses', 'Year-End CPF Reporting', 'Current Elected Officials', 'Campaign Finance Reports', 'Elections Calendar', and 'Poll Watchers') and 'Help Docs' (with a link to the 'Online CPF User's Manual').

2.2 Register for MyDenver

1. The MyDenver Login Screen will appear (fig. 2.2.1).
2. As a first time user of this system, click the *Register Now* link (fig. 2.2.1).
3. A new window will come up instructing you to “Create your Account”. (fig. 2.2.2).
4. Complete all the fields, using the tab key to advance fields.
5. Use an email address to which you have regular access as you will be required to verify receipt of a confirmation email prior to accessing the Campaign Finance Reporting system.
6. Note: the “captcha” at the bottom must be entered correctly. It is advised that you use the refresh button (↻) within the box to find a combination of letters you can read.

Figure 2.2.1

The screenshot shows the MyDenver login screen. The title bar says 'Login to Your Account'. The main area has two sections: 'Welcome back!' on the left with 'Email' and 'Password' input fields, and 'Haven't signed up yet?' on the right with a 'Register Now' link. A red arrow points to the 'Register Now' link. Below it, there is a list of benefits for creating a City account.

Welcome back!

Email

Password

Login [Forgot your password?](#)

Haven't signed up yet?

[Register Now](#)

When you create a City account, you gain access to several online services such as:

- Free alerts and reminders about the issues you care about most
- Exclusive access to online data and downloads
- Online tools and apps for mapping, 311 Help Center requests, and much more...

1. Before you click the “Create Account” button. If you type it wrong, you will have to re-enter your password when you are assigned a new “captcha” word combination.
2. When you are satisfied with the information you have entered, click the “Create Account” button.
3. After you are successful, you will receive a confirmation message indicating success (fig. 2.2.3).
4. Close the confirmation screen by clicking the “x” in the top right corner of the screen.
5. Log into the email address you used to register with MyDenver and follow the instructions contained within the email (fig. 2.2.4).

Figure 2.2.2

The screenshot shows a web-based account creation form titled "Create Your Account".

Required Information:

- Email Address:
- Choose Password:
- Re-enter Password:
- First Name:
- Last Name:

We respect your privacy. The information you provide will remain confidential and be used only in connection with the services for which you've subscribed on this website.

Additional Information:

- Address 1:
- Address 2:
- City: State: COLORADO
- ZIP Code:
- Phone: Cell Phone:

Please confirm your identity by retyping the characters below:

Calculations *greh*

Type the two words:

Why Sign up?

When you create a City account, you gain access to several online services such as:

- Free alerts and reminders about the issues you care about
- Exclusive access to online data and downloads
- Online tools and apps for mapping, 311 Help Center requests, and much more...

Create Account **Cancel**

Figure 2.2.3

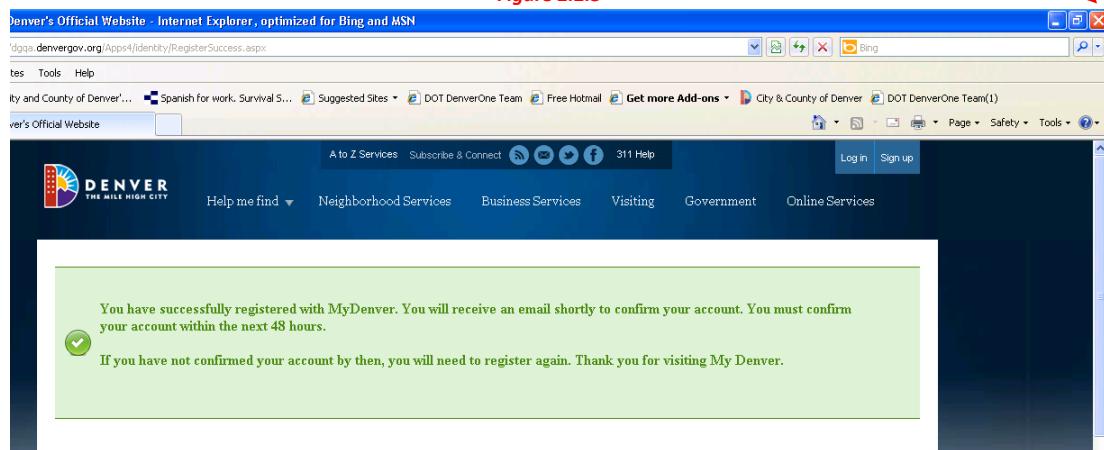
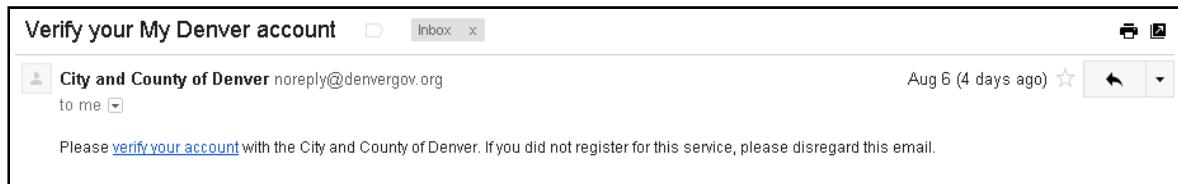


Figure 2.2.4



2.3 Log into Campaign Finance Reporting System

1. The link within this email will take you to the login page for the Campaign Finance Reporting System (fig. 2.3.1).
2. Login with the email and password that you created in the register now screen and you will be taken to the Campaign Finance Reporting System.
3. You are now ready to create your campaign. Click the “Create new Campaign/Committee” button (fig. 2.3.2).

Figure 2.3.1

A screenshot of a login page titled "Login to Your Account". The page features a "Welcome back!" message and fields for "Email" and "Password", each with a red arrow pointing to it. A "Login" button and a "Forgot your password?" link are also visible. To the right, there is a section for new users: "Haven't signed up yet?", followed by a list of benefits: "When you create a City account, you gain access to several online services such as:" (Free alerts, Exclusive access to online data, Online tools and apps for mapping, etc.). A "Register Now" link is at the bottom of this section.

1. Enter the requested information into each field, clicking the tab button to advance fields (fig. 2.3.3).
2. First select the type of campaign, by clicking one of the three radio buttons (Candidate, Issue, or PAC). Note: the type of committee you select determines the documents you must file with Denver Elections Division, Campaign Finance.
3. Next you will select the election you wish to affect (this is mandatory for candidates).
4. Then you will enter the contact information for the campaign (this can be different from the candidate contact information but the email address and phone number must be the one to which Denver Elections Division will direct all communications). Proceed through these fields by using the “tab” button).
5. When all fields have been completed, click the “continue” button. You will be taken to the campaign organization documents determined by the type of campaign that was selected.

Figure 2.3.2

Current User: tracy.steers@denvergov.org
Logout Warning in 28:18.

These are the campaigns to which you have access. Please select the campaign you wish to work on.

[Select Campaign]

Current Associated Campaigns/Committees:

- [Moving Denver Forward](#)
- [No Blank Check 2012](#)
- [AFSCME Council 76 Independent Expenditures](#)
- [AFSCME Council 76 Small Donor Committee](#)
- [Citizens for Accountability](#)
- [Denver County Republican Central Committee](#)
- [Denver Firefighters Local 858 PAC](#)

[Campaign Messages]

Welcome to the Campaign Finance Online Reporting System. You should be able to access your reports. If you have any concerns or recommendations, please contact The Denver Elections Division at 720-865-4910.

Figure 2.3.3

New Campaign Information

[Campaign Type]

Candidate
Select this option if your campaign is to elect a specific person to a specific office.

Issue
Select this option if your campaign is to support/oppose a specific issue.

PAC
Select this option if your committee is a Political Action Committee

[Election Selection]

Election Date

[Campaign Contact Information]

First Name *

Last Name *

Phone *

Email *

Mailing Address *

City *

State *

Zip *

2.4 Log Out/Timed Out

1. If you log off, or get “timed-out” (the system logs you out due to inactivity after 45 minutes; note the timer at the top of the screen within the system) you will see the following screen (fig. 2.4.1).
2. If you click the link to “Log Back In,” you may be taken to MyDenver (fig. 2.4.2).
3. This is the MyDenver home page, giving Denver residents several helpful services, maps and subscriptions. However, there is no link to the Campaign Finance Reporting System directly from this page.
4. Log back in according to the instructions in section 2.1 p. 7-8

Figure 2.4.1

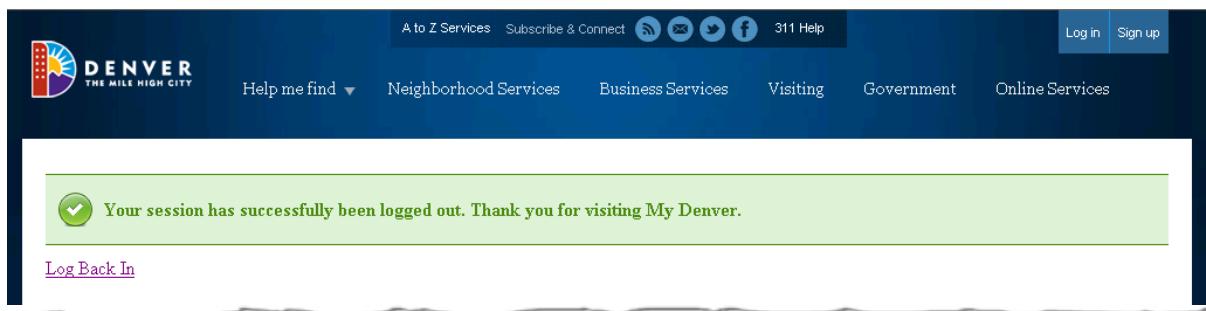
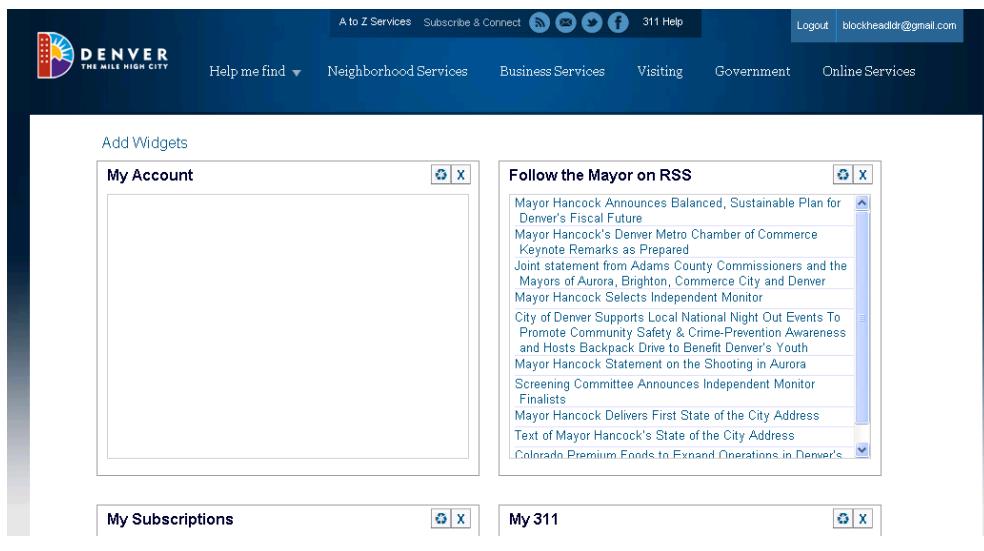


Figure 2.4.2



3. Creating a Candidate Campaign

This is the process for candidate campaigns only, and the screens that follow are those required for candidate's submission, beginning with the Candidate Affidavit.

If you are registering an Issue or PAC campaign, proceed to p. 21.

3.1 Candidate Campaign's Organization Documents

1. Log into the system according to the instructions in section 2.1, p. 7.
2. The first screen you will see is the Candidate Information Screen (fig. 3.1.1).

Figure 3.1.1

The screenshot shows a web-based form titled "Candidate Info". At the top, there is a navigation bar with tabs: Candidate Info (highlighted in orange), Financial Disclosure, Treasurer Info, Committee Info, Committee Users, and Report Activities. Below the navigation bar, a status message reads "Input candidate information using the tab key to move to new field. When finished, click the "print affidavit" key to save data." A link "Report Calendar | Candidate Information Instructions" is also present. The main form area contains the following fields:

- Status:** New
- First Name ***: Input field
- Middle Name**: Input field
- Last Name ***: Input field
- Nickname**: Input field
- Suffix**: Dropdown menu with "None" selected
- Candidate for Office of ***: Dropdown menu with "[Select]" selected
- Council District ***: Dropdown menu with "[Select]" selected
- Phone ***: Input field
- Email ***: Input field
- Residential Address ***: Group of fields for City, State, and Zip
- Mailing Address ***: Group of fields for City, State, and Zip. A checkbox "Copy Address: Residential -> Mailing?" is checked by default.
- Save** and **Cancel** buttons at the bottom

3. The candidate's first name should be entered, then tab to advance fields. Mandatory fields are marked with a “*”.
4. The phone number should be the contact number for the candidate, but this number will be a matter of public information as this form will be posted online.
5. For a candidate, an office being sought must be selected.
6. If you select a council office (besides Council-At-Large), the Council District dropdown will be activated. If any other office is selected, this field will remain disabled.
7. The email address provided is that by which the public can reach the campaign.
8. The residential address is that of the candidate.
9. If the residential address and the mailing address are the same, simply click the checkbox indicated and the mailing address will auto-populate (if the mailing address is different, manually input that address).
10. If you click the “Cancel” button, all the information entered to this point is lost, and you must start the process of creating a campaign again.
11. Verify that all the information has been input correctly as this information will be locked when the “Save” button is clicked.
12. Click the “Save” button.

- a. Note: a message comes up recommending that you verify the information provided is correct.
 - b. **This is the first time in this system you have clicked a “Save” button. Nothing is saved until this happens, so if you do not get to this step, all information provided regarding this campaign will have to be re-entered.**
 - c. After clicking “Save”, you may notice the entries you just made are now grey and you are not able to change anything. Check all the data again to make sure it is correct as this is the information that will be posted on the internet for public viewing.
- 13.** When you log back into the system you should notice that the campaign you created is listed here. All campaigns to which you have access will be listed here. Click on the campaign link you want to work on to continue completing the organization paperwork and/or campaign finance reports (fig. 3.1.2).
- 14.** Once the Candidate Affidavit has been submitted, the next tab (Financial Disclosure) will now be enabled (fig. 3.1.3).

Figure 3.1.2

These are the campaigns to which you have access. Please select the campaign you wish to work on.

[Select Campaign]

Current Associated Campaigns/Committees:

- [Alright for Auditor](#)
- [Cindy's your Clerk](#)
- [Committee for better tasting mall water](#)
- [Red Shoes Support Mayor](#)
- [Amber for Auditor](#)
- [Schnorrer for Clerk and Recorder, then King](#)
- [Shade lovers for trees](#)

[Create new Campaign / Committee](#)

[Campaign Messages]

System is under construction and will go live August 28, 2012

Figure 3.1.3

(720) 865-4910 / tracy.steers@denvergov.org

Election: Tuesday, November 06, 2012

Candidate Info	Financial Disclosure	Treasurer Info	Committee Info	Committee Users	Report Activities
----------------	----------------------	----------------	----------------	-----------------	-------------------

[Report Calendar](#) | [Candidate Information Instructions](#)

Input candidate information using the tab key to move to new field. When finished, click the "save" key to save data. Then click the "print and Submit" button to print your copy, have it notarized and delivered to Denver Elections Division. Proceed to the next step by clicking the next tab above the input fields which will activate after each document is printed.

Status: Pending (Locked)

First Name *

Middle Name

Last Name *

Edit Mode: View

Nickname

Suffix

Phone *

Candidate for Office of *

Council District *

Email *

Residential Address *

City *

State *

Zip *

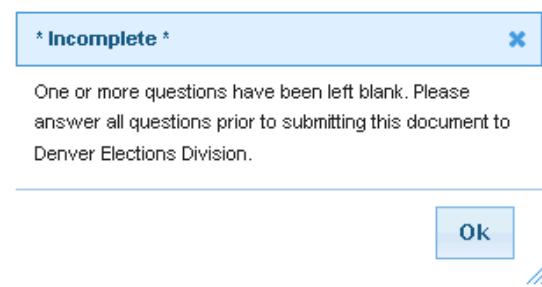
3.2 Completing the Financial Disclosure Statement

1. Click on the Financial Disclosure tab to continue in the system (fig. 3.2.1).
2. Answer each question on the Financial Disclosure statement. If you do not have all the answers, complete as much as possible then click the “Save” button. If you do not answer all the questions before clicking the “Save” button, all answers that have been input will be locked. Click the “Edit” button to complete the form; then click the “Print and Submit” button. If you have left any of the questions blank, on submit, you will get an error message indicating that one of the questions has been left blank (fig. 3.2.2).
3. Just click the “Ok” button, click the “edit” button and answer any questions that have been left blank. Then click the “Print and Submit” button to complete the Financial Disclosure Statement.
4. The Financial Disclosure Statement will be submitted electronically to Denver Elections Division, so there is no need to deliver it.

Figure 3.2.1

The screenshot shows a web-based form for a financial disclosure statement. At the top, there is a horizontal navigation bar with several tabs: Candidate Info, Financial Disclosure, Treasurer Info, Committee Info, Committee Users, and Report Activities. The 'Financial Disclosure' tab is currently selected, indicated by an orange background and white text. Below the tabs, there is a message: "Please answer each question, using the tab key to advance fields. Document will not print/submit if any field is blank." To the right of this message is a link: "Report Calendar | Financial Disclosure Instructions". Underneath the message, there are three text input fields: "Status: New", "Name: Cindy Clerk", and "Website". To the right of the "Name" field is the text "Edit Mode: Edit". Below these fields is a large text area with a question: "1) List the name of each business in which you or your spouse owned any securities or other interest in excess of one percent (1%) or five thousand dollars (\$5,000.00), and the name of the person holding the interest." This area is enclosed in a light blue border.

Figure 3.2.2



3.3 Completing the Treasurer Affidavit

1. Once the Financial Disclosure Statement has been submitted, click on the Treasurer Information tab (if the treasurer is different from the Candidate) (fig. 3.3.1).
2. If the treasurer is the same as the candidate and you have a committee, fill out the Treasurer Affidavit to Access the Committee Information tab.
3. Enter the information in each field using the “tab” key to move to the next field. Then click the “Save” button (fig. 3.3.2).
4. If anything needs to be changed, click the “Edit” button, make the change and click the “Save” button again. Once all the information is correct on this screen, click the “Print Affidavit” button, have the Treasurer Affidavit notarized, and submit to Denver Elections Division (fig. 3.3.3).

Figure 3.3.1

Denver, CO 80204
(720) 865-4910 / tracy.steers@denvergov.org

Election: Tuesday, November 06, 2012

Candidate Info Financial Disclosure **Treasurer Info** Committee Info Committee Users Report Activities

Please answer each question, using the tab key to advance fields. Document will not print/submit if any field is blank.

Status: Pending (Locked)
Name: Cindy Clerk
Website:

[Report Calendar](#) | [Financial Disclosure Instructions](#)

Figure 3.3.2

Candidate Info Financial Disclosure Treasurer Info Committee Info Committee Users Report Activities

Please input the requested information in each field, using the tab button to advance fields.

Status: New

First Name * Middle Name Edit Mode: Edit

Suffix Last Name *

Mailing Address *

City * State * Zip *

Save **Cancel**

[Report Calendar](#) | [Treasurer Information Instructions](#)

Figure 3.3.3

Please input the requested information in each field, using the tab button to advance fields.

Status: Draft

First Name *	Middle Name	Last Name *
Adam		Accountant
Suffix	Phone *	Email *
None	(720) 865-4910	tracy.steers@denvergov.org
Mailing Address *		
200 W. 14th Ave.		
City *	State *	Zip *
Denver	CO	80204

Edit Mode: View

Campaign Finance v.1.0.4612.19263

3.4 Completing the Statement of Committee Organization

1. Printing the Treasurer Affidavit activates the Committee Info tab; click this tab to Input Committee Information (fig. 3.4.1).
2. Input the information requested by clicking the “tab” key to advance to the next field.
3. When all fields have been completed, click the “Save” button.
4. You will see all the information has been locked (grayed out to editing). To make changes, click the “Edit” button, and then “Save” again when everything is correct.
5. If all the information is complete, click the “Print Statement” button. You will get a message instructing you to click “Cancel” to input financial institution information. If you have already added financial institution information, just click “Ok”.
6. Click the “+Add” button at the bottom of the screen to add Banking information.
7. Another window will pop up asking for the bank name and address. Fill these fields and click “Save”.

8. Click the “Print Statement” button, and then click the “Submit” button. This document does not have to be notarized, but does need to be delivered to the Denver Elections Division, 200 W. 14th Ave, Denver, CO 80204.

Figure 3.4.1

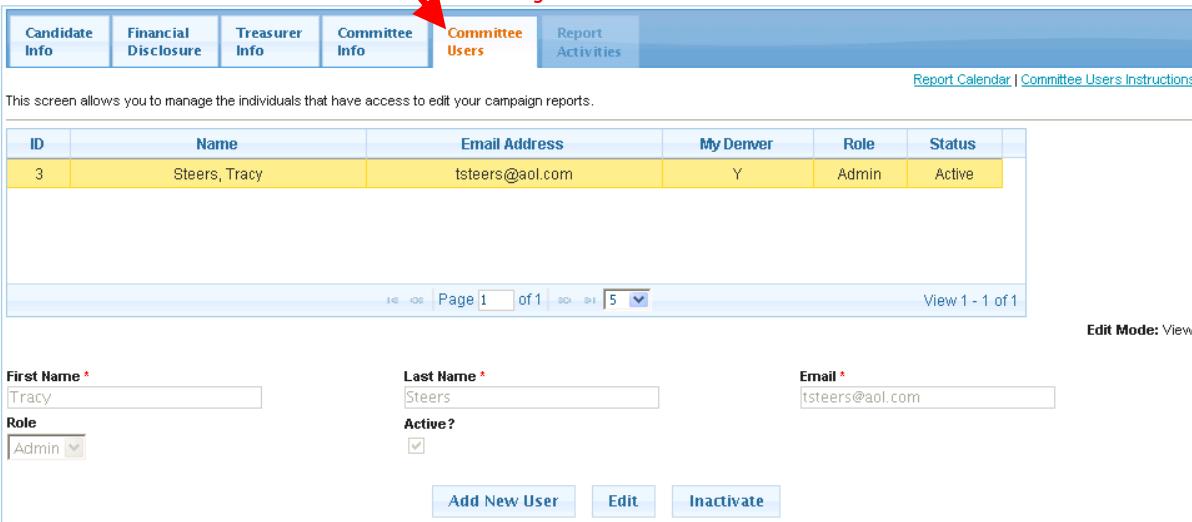
(720) 865-4910 / tracy.steers@denvergov.org	Election:	Tuesday, November 06, 2012			
Candidate Info	Financial Disclosure	Treasurer Info	Committee Info	Committee Users	Report Activities
Report Calendar Committee Information Instructions					
<small>Please provide all the contact information for your committee, using the tab key to advance fields. When complete press the Print Statement button and send to Denver Elections Division</small>					
Status: New Edit Mode: Edit					
Name of Political Committee * <input type="text"/>					
Contact First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>			
Suffix <input checked="" type="checkbox"/> None	Contact Phone * <input type="text"/>	Contact Email Address * <input type="text"/>			
Committee Mailing Address * <input type="text"/>					
City * <input type="text"/>	State * <input type="text"/>	Zip * <input type="text"/>			
Name of candidate or description of issue the political committee supports or opposes, and any other purpose of the committee * <input type="text"/>					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
<small>Campaign Finance v.1.0.4612.19263</small>					
No financial institutions found.					
<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<small>No records to view</small>			

3.5 Allowing Staff Access to the Campaign Finance System

The Committee Users Tab is active. If you have identified staff for your committee that will need access to the Campaign Finance system to help complete reports, you will need to grant them access.

1. Click on the Committee Users Tab (fig. 3.5.1).
2. Click the “Add New User” button to add a new user, this clears the fields.
3. Enter each staff person individually. Make sure the email address is correct as that will be their login id. They will set up their password when they set up a MyDenver account as you did when you entered the system for the first time.
4. After a name and email address are entered, select a role and click the Active checkbox.
 - a. Admin users can add more users and work on reports.
 - b. Users cannot add any other users, but can work on reports.
5. Click the “Edit” button if you need to make a change on current users.
6. In the event that a staff member leaves your campaign, you should deactivate them by highlighting them on the list and clicking the “Inactivate” button. This prevents them from viewing your reports after they have left your campaign.
7. You have now completed all the organizational documents and submitted them. Within 2 business days, your documents should be posted online at www.Denvergov.org/campaignfinance under the appropriate year and campaign. When this happens, your campaign will be activated and you will be able to create reports.

Figure 3.5.1



This screen allows you to manage the individuals that have access to edit your campaign reports.

ID	Name	Email Address	My Denver	Role	Status
3	Steers, Tracy	tsteers@aol.com	Y	Admin	Active

Report Calendar | Committee Users Instructions

Page 1 of 1 | 5 | View 1 - 1 of 1

Edit Mode: View

First Name *
Tracy

Last Name *
Steers

Email *
tsteers@aol.com

Role
Admin

Active?

Add New User **Edit** **Inactivate**

This page left
intentionally blank

4. Creating an Issue or PAC Campaign

Issue and PAC Campaigns have different organization document requirements such that if the selection made in the original screen to set up a campaign activates different screens within the Online Campaign Finance Filing system.

4.1 Create an Issue or PAC Campaign

1. After setting up your MyDenver user account and logging into the Online Campaign Finance Filing system, you will be taken to the New Campaign Information Screen the first time you enter the system (fig. 4.1.1).
2. Select either Issue or PAC (whichever is appropriate for your campaign).
3. If you have an Issue Campaign, you must select an election that you will be affecting. You do not have to select an election until you start reporting IF your campaign is a PAC.
4. Enter contact information for the campaign (the email address and phone number must be the one to which Denver Elections Division will direct all communications). Proceed through these fields by using the “tab” button.
5. When all fields have been completed, click the “continue” button. You will be taken to the campaign organization documents determined by the type of campaign that was selected. As an Issue or PAC campaign, the Candidate tab and Financial Disclosure tabs will not be available as these are not completed for these types of campaigns.

Figure 4.1.1

New Campaign Information

[Campaign Type]

Candidate
Select this option if your campaign is to elect a specific person to a specific office.

Issue
Select this option if your campaign is to support/oppose a specific issue.

PAC
Select this option if your committee is a Political Action Committee

[Campaign Contact Information]

First Name *

Last Name *

Phone *

Email *

Mailing Address *

City *

State *

Zip *

[Election Selection]

Election Date
-- Select Election Date --

Continue Cancel

4.2 Issue or PAC Campaign's Organization Documents

This is the process for completing organization documents for Issues and PAC campaigns only, and the screens that follow are those required for Issue and PAC's submission, beginning with the Treasurer Affidavit. **If you are registering a candidate campaign, go back to p. 15.**

4.3 Completing the Treasurer Affidavit

1. The first tab you will encounter after you log in to the system is the Treasurer Info tab (fig. 4.3.1).
2. If the treasurer is the same as the candidate and you have a committee, fill out the Treasurer Affidavit to Access the Committee Information tab.
3. Enter the information in each field using the "tab" key to move to the next field. Then click the "Save" button (fig. 4.3.1). **This is the first time in this system you have clicked a "Save" button. Nothing is saved until this happens so if you do not get to this step, all information provided regarding this campaign will have to be re-entered.**
4. If anything needs to be changed, click the "Edit" button, make the change and click the "Save" button again. Once all the information is correct on this screen, click the "Print Affidavit" button, have the Treasurer Affidavit notarized, and submit to Denver Elections Division (fig. 4.3.2).
5. As mentioned above, after you have submitted the organization documents, they will be posted online within 1-2 business days at which time your campaign will be activated by the Denver Elections Division, which allows you to begin creating reports.

Figure 4.3.1

The screenshot shows the 'Treasurer Info' tab selected in a navigation bar. Below it is a note: 'Please input the requested information in each field, using the tab button to advance fields.' The main area contains fields for personal information (First Name, Middle Name, Last Name, Suffix, Phone, Email) and mailing address (Mailing Address, City, State, Zip). At the bottom are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

Figure 4.3.2

The screenshot shows the 'Print Affidavit' tab selected. It displays the mailing address (200 W. 14th Ave.), city (Denver), state (CO), and zip code (80204). At the bottom are 'Edit' and 'Print Affidavit' buttons, with red arrows pointing to both.

4.4 Completing the Statement of Committee Organization

1. This activates the Committee Info tab; click this tab to Input Committee Information (fig. 4.4.1).
2. Input the information requested by clicking the “tab” key to advance to the next field.
3. When all fields have been completed, click the “Save” button.
4. You will see all the information has been locked (grayed out to editing). To make changes, click the “Edit” button, and then “Save” again when everything is correct.
5. If all the information is complete, click the “Print Statement” button. You will get a message instructing you to click “Cancel” to input financial institution information. If you have already added financial institution information, just click “Ok”.
6. Click the “+Add” button at the bottom of the screen to add Banking information.
7. Another window will pop up asking for the bank name and address. Fill these fields and click “Save”.

Figure 4.4.1

The screenshot shows a web-based application for committee organization. At the top, there is a navigation bar with four tabs: 'Treasurer Info', 'Committee Info' (which is highlighted with a blue background), 'Committee Users', and 'Report Activities'. Below the tabs, there is a message: 'Please provide all the contact information for your committee, using the tab key to advance fields. When complete press the Print Statement button and send to Denver Elections Division'. The main content area is titled 'Edit Mode: View'. It contains fields for 'Name of Political Committee' (Committee for better tasting mall water), 'Contact First Name' (Tracy), 'Middle Name' (Steers), 'Last Name' (Steers), 'Suffix' (None), 'Contact Phone' ((720) 865-4910), 'Contact Email Address' (tracy.steers@denvergov.org), 'Committee Mailing Address' (200 W. 14th Ave.), 'City' (Denver), 'State' (CO), and 'Zip' (80204). There is also a text area for 'Name of candidate or description of issue the political committee supports or opposes, and any other purpose of the committee' (We are the committee for better tasting water at the drinking fountains in malls.). At the bottom of the main form, there are 'Save' and 'Cancel' buttons. Below the main form, there is a table with columns 'ID', 'Financial Institution Name', and 'Address'. The table is currently empty. At the bottom of the table, there is a row of buttons: a magnifying glass icon, '+ Add', 'Edit', and 'Del'. A red arrow points to the '+ Add' button. At the very bottom of the page, there is a footer with the text 'Campaign Finance v.1.0.4612.19263' and 'No financial institutions found.'

8. After the Financial Institution information has been entered and the “Save” button has been clicked, the “Print Statement” button will be activated (fig. 4.4.2).
9. Click the “Print Statement” button, and print the Statement of Committee Organization. This document does not have to be notarized, but does need to be delivered to the Denver Elections Division, 200 W. 14th Ave, Denver, CO 80204.

Figure 4.4.2

The screenshot shows a software interface for managing campaign financial institutions. At the top, there are two buttons: "Amend" and "Print Statement". A red arrow points to the "Print Statement" button. Below these buttons is a title "Campaign Finance v1.0.4695.15761". Underneath the title is a table with one row, showing an ID of 5 and a financial institution name of "Water Bank United" with the address "605 Waterway Ln, Denver, CO 80204". At the bottom of the screen, there are navigation links ("Add", "Edit", "Del"), a page number indicator ("Page 1 of 1"), and a dropdown menu ("5").

4.5 Allowing Staff Access to the Campaign Finance System

1. The Committee Users Tab is active. If you have identified staff for your committee that will need access to the Campaign Finance system to help complete reports, you will need to grant them access.
2. Click on the Committee Users Tab (fig. 4.5.1).

Figure 4.5.1

The screenshot shows the "Committee Users" tab selected in a navigation bar. A red arrow points to the "Committee Users" tab. Below the navigation bar is a message: "This screen allows you to manage the individuals that have access to edit your campaign reports." There is a link to "Report Calendar" and "Committee Users Instructions". The main area displays a table with one row, showing an ID of 12, a name of "Steers, Tracy", an email address of "tsteers@aol.com", a status of "Y", a role of "Admin", and a status of "Active". At the bottom of the table is a page number indicator ("Page 1 of 1") and a dropdown menu ("5"). Below the table, there are input fields for "First Name" (Tracy), "Last Name" (Steers), "Email" (tsteers@aol.com), and a "Role" dropdown set to "Admin". At the bottom right are buttons for "Add New User", "Edit", and "Inactivate".

- 3.** Click the “Add New User” button to add a new user, this clears the fields.
- 4.** Enter each staff person individually. Make sure the email address is correct as that will be their login id. They will set up their password when they set up a MyDenver account as you did when you entered the system for the first time.
- 5.** After a name and email address are entered, select a role and click the Active checkbox.
 - a.** Admin users can add more users and work on reports.
 - b.** Users cannot add any other users, but can work on reports.
- 6.** Click the “Edit” button if you need to make a change on current users.
- 7.** In the event a staff member leaves your campaign, you should deactivate them by highlighting their name on the list and clicking the “Inactivate” button. This prevents them from accessing your reports after they have left your campaign.
- 8.** You have now completed all the organizational documents and submitted them. Within 2 business days, your documents should be posted online at www.Denvergov.org/campaignfinance under the appropriate year and campaign. When this happens, your campaign will be activated and you will be able to create reports.

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intentionally blank

5. Creating & Submitting Reports

As soon as a campaign receives contributions of \$500 or more OR has made expenditures of \$500 or more, that campaign must begin reporting. After the first monthly report has been submitted, all future reports must be submitted through the Year-end report even if there is no activity for the campaign (thereby creating a blank report). When the balance on hand for a campaign is at **zero** the campaign can be terminated, after which no further reports are due. If Contributions are received or Expenditures are made after a campaign has been terminated, email Denver Elections Division Campaign Finance at **campaignfinance@denvergov.org** to have the campaign reactivated to continue reporting on an Annual basis if the campaign is not participating in an election during the year. If a campaign still has a balance on hand after the Year-end report is submitted, the campaign must file annual reports until the balance on hand is zero.

5.1 Logging back into the Campaign Finance Filing system

1. Log back into the system according to the instructions in section 2.1 on p. 7-8.
2. You will be required to log back into the system (fig. 5.1.1).
3. Enter your email address and the password you set up when you first entered the system. If you have forgotten your password click the “forgot your password?” link and you will receive an email allowing you to change your password. Note: this link will only be available for 48 hours.

Figure 5.1.1

Login to Your Account

Welcome back!

Email

Password

[Login](#) [Forgot your password?](#)

Haven't signed up yet?

When you create a City account, you gain access to several online services such as:

- Free alerts and reminders about the issues you care about most
- Exclusive access to online data and downloads
- Online tools and apps for mapping, 311 Help Center requests, and much more...

[Register Now](#)

- Click the link to the campaign you wish to work on (fig. 5.1.2), it is likely that you will only have one campaign available to select from.

Figure 5.1.2

The screenshot shows the 'Select Campaign' page of the Denver Elections Online Campaign Finance Filing System. At the top, there is a logo for the City and County of Denver and a 'Logout' link. Below the logo, it says 'Current User: tsteers@aol.com' and 'Logout Warning in 44:57'. On the right, there is a 'Denver Votes!' logo. The main area has two sections: '[Select Campaign]' and '[Campaign Messages]'. The '[Select Campaign]' section contains a list of 'Current Associated Campaigns/Committees' with links: 'Alright for Auditor', 'Cindy's your Clerk', 'Committee for better tasting mall water', 'Red Shoes Support Mayor', 'Amber for Auditor', 'Schnorrer for Clerk and Recorder, then King', and 'Shade lovers for trees'. It also has a 'Create new Campaign / Committee' button. The '[Campaign Messages]' section contains a welcome message about the system's purpose and compliance requirements.

Campaign Finance v.1.0.4713.24142

5.2 Creating Reports

The Denver Elections Division will activate all campaigns after the required paperwork has been received. No reports can be created until this happens. Note: reports will only allow you to enter transactions within the date constraints of the report being created. You will find the date range of the report in the top right corner of all transaction entering screens.

- When you get into the system, you will see the same tabs as when you completed your organization documents, but the Report Activities tab is now activated.
- Click on the "Report Activities" tab (fig. 5.2.1).

Figure 5.2.1

The screenshot shows the 'Report Activities' tab selected in the navigation bar. The tab bar includes 'Candidate Info', 'Financial Disclosure', 'Treasurer Info', 'Committee Info', 'Committee Users', and 'Report Activities'. A red arrow points to the 'Report Activities' tab. Below the tabs, there is a descriptive text about managing reports and a 'Report Calendar' link. The main content area is titled 'Report Activities' and contains several dropdown menus for selecting election dates and report types: 'Select Election' (set to 'Tuesday, November 06, 201'), 'Create a New Report' ('-- Create a Report --'), 'Administer a Pending Report' ('-- Pending Reports --'), 'Amend a Previously Submitted Report' ('-- Amend a Report --'), and 'View a Previously Submitted Report' ('-- View a Report --').

3. If you have not already selected an election, do so now with the dropdown entitled “Select Election”.
4. Next, you will use the “Create a New Report” dropdown to select the report you wish to enter. Note: only reports that are coming due will be available. Year-end and Annual reports may not be available until October.
5. You will get a message asking if you wish to create the report that you selected (fig. 5.2.2).
6. If the report listed is the correct report, click the “Yes” button and you will be taken to the “Contributions” tab to enter contributions received.
7. If you do not want the report listed in this message, click “No” and you will be taken back to the “Report Activities” tab.
 - If the report you are trying to create is not listed, email Denver Elections Division at Campaign Finance at campaignfinance@denvergov.org.
 - If the report you are trying to create is in the future, that report will not be available until the month prior to its due date.

Figure 5.2.2

The screenshot shows a modal dialog box titled "Create Report Confirmation". Inside, it says "Report Selected:" followed by report details: "Report Type: Monthly / August Monthly", "Covering: 8/1/2012 - 8/31/2012", and "Due: 9/5/2012". Below this, a question "Do you want to create this report?" is displayed, with "Yes" and "No" buttons at the bottom.

5.3 Entering Contributions

1. Enter each contribution individually. Note: all contributions are from organizations or individuals, not couples. If a couple made a contribution, split the amount in half and list half from each individual.
2. Select if the contribution came from an organization or an individual by selecting the appropriate radio button.
3. Whether you have selected an individual or an organization, enter part or the entire name in the field provided (if you enter an individual, enter the last name).
4. Then hit the “tab” button, then “enter” or click the “lookup” button with the mouse (fig. 5.3.1).
5. If the name of the individual (organization) does not come up, click the “+ Add” button. A window will come up to add the information about the contributor (fig. 5.3.2).

Figure 5.3.1

The screenshot shows a software interface for managing contributions. At the top, there is a navigation bar with tabs: Summary, Contributions (which is selected), In-Kind Contributions, Expenditures, Loans, Overdue Obligations, and Report Activities. Below the navigation bar, a message says: "Enter each contribution as a separate transaction. If the contributor is not listed in the grid, click '+' to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the contribution transaction. Then click the 'save' button. This transaction should now show up on the grid." A status message indicates "Status: New Transaction" and "Mode: Edit". A note at the top right says "[Step 1 of 3]" and "Note: You must complete all 3 steps then press 'Save'." On the left, there is a section titled "[Lookup Contributor]" with radio buttons for "Individual" and "Organization" and a text input field for "Enter all or part of the contributor's name:" followed by a "Lookup" button. To the right of this is a table header for a grid: "ID", "Contributor", "Address", "Date", "Amount", and "Exception". Below the grid area, there is a toolbar with buttons for "+ Add", "Edit", and "Del". The message "No contributions found." is displayed. At the bottom, it says "Itemized: \$0.00 + Non-Itemized: \$0.00 = Total Contributions: \$0.00". A red arrow points to the "+ Add" button.

Figure 5.3.2

The screenshot shows a modal dialog box titled "Add New Contributor". It contains fields for entering a new contributor's information: First Name*, Middle Name, Last Name*, Address*, City*, State*, and Zip*. At the bottom of the dialog are "Save" and "Close" buttons.

6. After you enter the information about the contributor, click the “Save” button and that contributor will show up in the grid.
7. When the name comes up in the grid (list), double click on the correct option and a new window will come up allowing you to enter the contribution specifics (fig. 5.3.3).
8. Enter the amount and date for the specific contribution. If this contribution is from the candidate (with this candidate campaign) then select that option for the aggregate exception type, which is not a mandatory field (fig. 5.3.4).
9. After inputting the date and amount, click the “Save” button and the contribution will show up in the grid below the contributors’ grid.
10. To add another contribution, click the “+ Add” button at the bottom of the contributions grid.

- 11.** Repeat steps 1-10 (p. 32-34) for all contributions until all contributions have been entered.
- 12.** To enter non-itemized contributions (contributions under \$50), click the link at the bottom of the contributions screen. This is the same function on the In-Kind tab and the Expenditures tab (fig. 5.3.5).

Figure 5.3.3

Summary	Contributions	In-Kind Contributions	Expenditures	Loans	Overdue Obligations	Report Activities	Report Calendar Contributions Instructions								
Enter each contribution as a separate transaction. If the contributor is not listed in the grid, click "+" to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the contribution transaction. Then click the "save" button. This transaction should now show up on the grid.															
Status: New Transaction				Mode: Edit											
[Matching Contributors]															
<small>[Step 2 of 3]</small> Criteria: Individual / [JSmith] / New Lookup Select a contributor from the list of matching contributors below by double-clicking on the contributor you want to select. Use the "New Lookup" link above to change your search criteria. Use the buttons below the list to add, edit or delete a contributor from the list.															
<table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Address</th> <th>Trn</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>Smith, John Q.</td> <td>207 W. 88th Ave., Denver, CO 80204</td> <td>N</td> </tr> </tbody> </table>								ID	Name	Address	Trn	6	Smith, John Q.	207 W. 88th Ave., Denver, CO 80204	N
ID	Name	Address	Trn												
6	Smith, John Q.	207 W. 88th Ave., Denver, CO 80204	N												
<small>Note: You must complete all 3 steps then press 'Save'.</small>															
<small>[Step 3 of 3]</small> + Add Edit Del															
Page 1 of 1 5 View 1 - 1 of 1															

Figure 5.3.4

Summary	Contributions	In-Kind Contributions	Expenditures	Loans	Overdue Obligations	Report Activities	Report Calendar Contributions Instructions												
Enter each contribution as a separate transaction. If the contributor is not listed in the grid, click "+" to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the contribution transaction. Then click the "save" button. This transaction should now show up on the grid.																			
Status: New Transaction				Mode: Edit															
[Selected Contributor]																			
Type: Individual Smith, John Q. 207 W. 88th Ave. Denver, CO 80204 Change Selected Contributor		Aggregate Balance: \$0 Max Aggregate: \$2,000.00		<small>[Step 3 of 3]</small> <small>Note: You must complete all 3 steps then press 'Save'.</small>															
[Contribution Entry]																			
Date: <input type="text"/>		Amount (or Retail Value): <input type="text"/>		Aggregate Exception Type: <input type="text"/>															
Employer: <input type="text"/>		Occupation: <input type="text"/>		Save Cancel															
<table border="1"> <thead> <tr> <th>ID</th> <th>Contributor</th> <th>Address</th> <th>Date</th> <th>Amount</th> <th>Exception</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								ID	Contributor	Address	Date	Amount	Exception						
ID	Contributor	Address	Date	Amount	Exception														

Figure 5.3.5

Summary	Contributions	In-Kind Contributions	Expenditures	Loans	Overdue Obligations	Report Activities
-------------------------	-------------------------------	---------------------------------------	------------------------------	-----------------------	-------------------------------------	-----------------------------------

Report Calendar | Contributions Instructions

Enter each contribution as a separate transaction. If the contributor is not listed in the grid, click "+" to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the contribution transaction. Then click the "Save" button. This transaction should now show up on the grid.

Status: New Transaction Mode: Edit

[Lookup Contributor] [Step 1 of 3]

Note: You must complete all 3 steps then press 'Save'.

Individual Organization Enter all or part of the contributor's name:

ID	Contributor	Address	Date	Amount	Exception
No records to view					

Page 1 of 0 5

No contributions found.
Itemized: \$0.00 + Non-Itemized: \$0.00 = Total Contributions: \$0.00

Campaign Finance v.1.0.4612.19263



5.4 Entering In-Kind contributions

1. Click on the In-Kind contributions tab (fig. 5.4.1).
2. Follow Section 5.3 (p. 32-34) as In-Kind contributions are entered exactly as contributions, except on a different tab.

Figure 5.4.1

Summary	Contributions	In-Kind Contributions	Expenditures	Loans	Overdue Obligations	Report Activities
-------------------------	-------------------------------	---------------------------------------	------------------------------	-----------------------	-------------------------------------	-----------------------------------

Report Calendar | In-Kind Contributions Instructions

Enter each in-kind contribution as a separate transaction. If the contributor is not listed in the grid, click "+" to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the In-Kind contribution transaction. Then click the "Save" button. This transaction should now show up on the grid.

Status: New Transaction Mode: Edit

[Lookup Contributor] [Step 1 of 3]

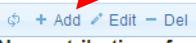
Note: You must complete all 3 steps then press 'Save'.

Individual Organization Enter all or part of the contributor's name:

ID	Contributor	Address	Date	Amount	Exception
No records to view					

Page 1 of 0 5

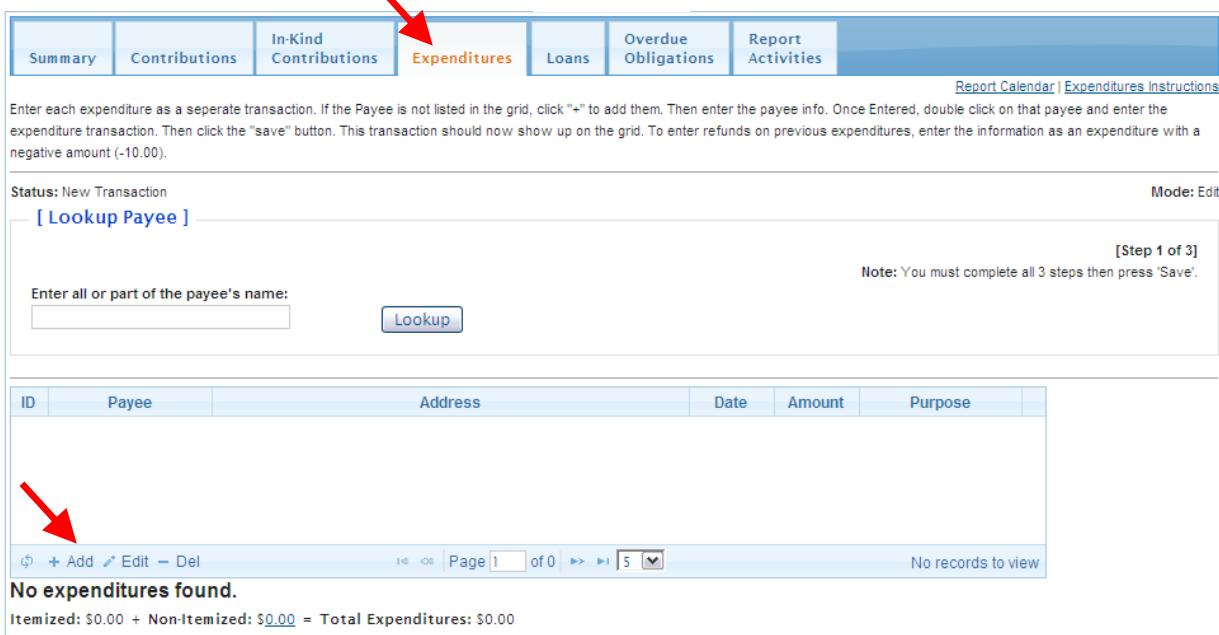
No contributions found.
Itemized: \$0.00 + Non-Itemized: \$0.00 = Total In-Kind Contributions: \$0.00

5.5 Entering Expenditures

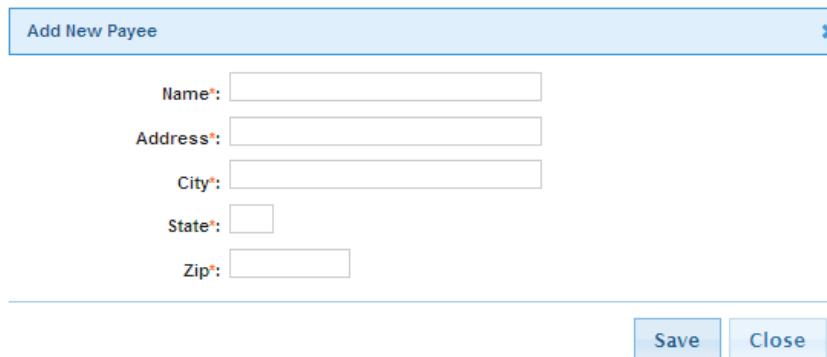
1. Enter Expenditures by clicking on the Expenditures tab (fig. 5.5.1).
2. Enter all or part of the payee's name, click the tab key and then the enter key. If the name does not come up in the grid, click the "+ Add" button at the bottom of the grid to add the payee. A new window comes up into which you will input the information about the new payee.
3. When all fields are complete, click the "Save" button and the new payee will show in the grid (fig. 5.5.2).

Figure 5.5.1



The screenshot shows the 'Expenditures' tab selected in a top navigation bar. Below the tabs is a note about entering expenditures as separate transactions. The main area has 'Status: New Transaction' and 'Mode: Edit'. It includes a 'Lookup Payee' field with a 'Lookup' button and a note about completing three steps. A table below shows columns for ID, Payee, Address, Date, Amount, and Purpose. At the bottom, there are buttons for '+ Add', 'Edit', and 'Del', a page navigation section, and a message stating 'No expenditures found.' Below this, it says 'Itemized: \$0.00 + Non-Itemized: \$0.00 = Total Expenditures: \$0.00'.

Figure 5.5.2



The screenshot shows the 'Add New Payee' dialog box. It contains fields for Name*, Address*, City*, State*, and Zip*. At the bottom are 'Save' and 'Close' buttons.

4. Double click on the payee in the grid to select it (fig. 5.5.3).
5. Enter the date, amount and purpose of the expenditure, then click the “Save” button and the new expenditure will show up in the grid (fig. 5.5.3).
 - a. To enter non-itemized expenses (amounts under \$50), click on the link below the grid (fig. 5.5.4).
 - b. When all expenses have been entered, proceed to enter loan data by clicking on the Loans tab.

Figure 5.5.3

Summary	Contributions	In-Kind Contributions	Expenditures	Loans	Overdue Obligations	Report Activities
Report Calendar Expenditures Instructions						
Enter each expenditure as a separate transaction. If the Payee is not listed in the grid, click "+" to add them. Then enter the payee info. Once Entered, double click on that payee and enter the expenditure transaction. Then click the "save" button. This transaction should now show up on the grid. To enter refunds on previous expenditures, enter the information as an expenditure with a negative amount (-10.00).						
Status: New Transaction				Mode: Edit [Step 3 of 3]		
[Selected Payee] Accounting Consultants R Us 125 Bookkeeping Ln. Denver, CO 80204 Change Selected Payee				[Expenditure Entry] Date*: <input type="text"/> Amount*: <input type="text"/> Purpose: <input type="text"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>		
Note: You must complete all 3 steps then press 'Save'.						
ID	Payee	Address		Date	Amount	Purpose

Figure 5.5.4

Summary	Contributions	In-Kind Contributions	Expenditures	Loans	Overdue Obligations	Report Activities
Report Calendar Expenditures Instructions						
Enter each expenditure as a separate transaction. If the Payee is not listed in the grid, click "+" to add them. Then enter the payee info. Once Entered, double click on that payee and enter the expenditure transaction. Then click the "save" button. This transaction should now show up on the grid. To enter refunds on previous expenditures, enter the information as an expenditure with a negative amount (-10.00).						
Status: Existing Transaction (ID: 1)				Mode: View [Step 3 of 3]		
[Selected Payee] Accounting Consultants R Us 125 Bookkeeping Ln. Denver, CO 80204				[Expenditure Entry] Date*: 8/9/2012 Amount*: 328.00 Purpose: Consulting		
Note: You must complete all 3 steps then press 'Save'.						
ID	Payee	Address		Date	Amount	Purpose
1	Accounting Consultants	125 Bookkeeping Ln., Denver, CO 80204		8/9/2012	\$328.00	Consulting
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/> Page <input type="text" value="1"/> of 1 <input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/> <input type="button" value="5"/>						
Itemized: \$328.00 + Non-Itemized: <u>\$0.00</u> = Total Expenditures: \$328.00						
View 1 - 1 of 1						

5.6 Entering Loans

1. Enter loans, if you have any, by clicking on the Loans tab (fig. 5.6.1).
2. Step 1 is to enter the guarantor (the person the bank recognizes as guaranteeing repayment of the loan) by clicking on the “+ Add” button on the bottom of the top grid. A new screen will come up to enter the guarantor information. Then click the “Save” button (fig. 5.6.2).
3. Enter the loan information in the new window that comes up (fig. 5.6.3).

Figure 5.6.1

The screenshot shows a software interface for managing loans. At the top, there is a navigation bar with tabs: Summary, Contributions, In-Kind Contributions, Expenditures, Loans (which is highlighted in blue), Overdue Obligations, and Report Activities. Below the navigation bar, there is a message: "First find the guarantor in the grid or add it if necessary, even if the guarantor is the candidate. Then double click the guarantor from the grid and input the information about the loan using the tab key to advance fields. Then click the "save" button. This loan should now show in the grid." To the right of this message is a link to "Report Calendar | Loans Instructions".

The main area contains two data grids:

- [Select Guarantor (Step 1 of 2)]**: This grid has columns for ID, Guarantor, Address, and Trn. It includes standard grid controls at the bottom: a search icon, a "New" button (+ Add), an "Edit" button, and a "Delete" button (- Del). It also shows page navigation (Page 1 of 0) and a record count ("No records to view").
- No loans found.**: This grid has columns for ID, Date, Amount, Lender, and Guarantor. It includes the same set of controls at the bottom: a search icon, a "New" button (+ Add), an "Edit" button, and a "Delete" button (- Del). It also shows page navigation (Page 1 of 0) and a record count ("No records to view").

Figure 5.6.2

This is a modal dialog box titled "Add New Guarantor". It contains fields for entering personal information: First Name*, Middle Name, Last Name*, Suffix (with a dropdown menu showing "None"), Address*, City, State, and Zip*. At the bottom of the dialog are "Save" and "Cancel" buttons.

4. Enter the Lender name and address in the fields provided
5. Enter the Loan details in the fields provided. An account number is not required.
6. Click the “Save” button to see the loan listed in the lower grid (fig. 5.6.4).
7. In order to record loan payments, click on the “Loan Payments Administration” link (fig. 5.6.5).
8. When payment information is entered, the loan payment will show up on the grid in this new window (fig. 5.6.6).
9. Manually close the payment entry window by clicking the “x” in the top corner of that window only. You will be taken back to the Loans screen. Note: if you click the “x” in the top right corner, you will exit the entire campaign finance application.
10. Continue entering all loans taken out by the campaign until all loans are entered for this reporting period.
11. After all loans have been entered, click on the “Overdue Obligations” tab.

Figure 5.6.3

The screenshot shows a software interface for managing campaign finance loans. At the top, there is a navigation bar with tabs: Summary, Contributions, In-Kind Contributions, Expenditures, Loans (which is highlighted in orange), Overdue Obligations, and Report Activities. Below the navigation bar, there is a message: "First find the guarantor in the grid or add it if necessary, even if the guarantor is the candidate. Then double click the guarantor from the grid and input the information about the loan using the tab key to advance fields. Then click the 'save' button. This loan should now show in the grid." To the right of this message are links to "Report Calendar" and "Loans Instructions".

The main area is divided into two sections: "Guarantor Information" on the left and "Loan Details" on the right. Under "Guarantor Information", the text "Warbucks, Daddy" is listed with the address "508 Monied Ln.", "Denver, CO 80204", and a "Change Guarantor" link. Under "Loan Details", fields include "Account Number", "Date *", "Amount *", "Term (in months) *", "Repayment Method", and "Interest Rate *". Below these fields are "Save" and "Cancel" buttons. Above the "Loan Details" section, the text "Status: New Loan" and "Mode: Edit" are displayed.

Below the input forms is a data grid with columns: ID, Date, Amount, Lender, Guarantor, Edt, and Pmt. The grid currently displays the message "No records to view". At the bottom of the grid, there are buttons for "Add", "Edit", and "Del", along with page navigation controls: "Page 1 of 0", "5", and a dropdown menu.

No loans found.

Figure 5.6.4

Summary	Contributions	In-Kind Contributions	Expenditures	Loans	Overdue Obligations	Report Activities
Report Calendar Loans Instructions						
<p>First find the guarantor in the grid or add it if necessary, even if the guarantor is the candidate. Then double click the guarantor from the grid and input the information about the loan using the tab key to advance fields. Then click the "save" button. This loan should now show in the grid.</p>						
Status: Existing Loan (4)						
Mode: View						
[Loan Entry (Step 2 of 2)]						
[Guarantor Information] Warbucks, Daddy 508 Monied Ln. Denver, CO 80204				[Loan Details] Account Number <input type="text"/> Date * <input type="text" value="8/1/2012"/> Amount * <input type="text" value="\$ 3,000.00"/> Term (in months) * <input type="text" value="60"/> Repayment Method * <input type="text" value="y with balance due at 60th month"/> Interest Rate * <input type="text" value="10.00 %"/>		
Loan Payments Administration						
[Lender Information] Lender Name * <input type="text" value="Wells Fargo"/> Address * <input type="text" value="307 Bankers Way"/> City * <input type="text" value="Denver"/> State * <input type="text" value="CO"/> Zip * <input type="text" value="80204"/>						
ID	Date	Amount	Lender	Guarantor	Edt	Pmt
4	8/1/2012	3,000.00	Wells Fargo	Warbucks, Daddy	Y	N
<input type="button" value="φ"/> <input type="button" value="+ Add"/> <input type="button" value="Edit"/> <input type="button" value="Del"/> Page 1 of 1 5						
View 1 - 1 of 1						

Figure 5.6.5

Loan Payment Administration

ID	Date	Amount	Edt
No loans found.			

[Loan Payment Details / Entry]

Status: New Payment Mode: Edit

Payment Date *

Payment Amount *

 Editable: Y

Figure 5.6.6

Loan Payment Administration

ID	Date	Amount	Edt
4	8/15/2012	200.00	Y

[Loan Payment Details / Entry]

Status: Existing (4) Mode: View

Payment Date *

Payment Amount *

Editable: Y

5.7 Entering Overdue Obligations

1. Enter Overdue Obligations by clicking on the “Overdue Obligations” tab (fig. 5.7.1). Overdue Obligations are campaign debts that are over \$500 and over 30 days past due as of the due date of this report.
2. Enter each obligation separately. When each overdue obligation has been entered, click the “Save” button and it will appear in the grid at the bottom of the screen. If your campaign has no overdue obligations, do not enter information in this tab.
3. When all overdue obligations have been entered, click the “Summary” tab to finalize your report.

Figure 5.7.1

Report Calendar | OverdueObs Instructions

Status: New Transaction Mode: Edit

[Obligor Entry]

Obligor Name*:

Address*:

City*:

State*:

Zip*:

[Financial Details]

Due Date*:

Amount*:

Obligation Purpose:

Save Cancel

ID	Obligor Name/Address	Due Date	Amount
No records to view			

No overdue obligations found.

5.8 Accessing the Summary Tab and Submitting Reports

1. The Summary Tab is provided for you to review your work (fig. 5.8.1).
2. Click the “Display Complete Report” button. This allows you to review the forms that have just been created and also activates the “Submit and Print Report” button.
 - a. A new window will come up displaying the entire report that you have just created. You can print from this page.
 - b. Close this window by clicking the “x” in the top right corner of that window.
 - c. On closing this window, you are taken back to the Summary Tab and you will notice that the “Submit Report to Elections Division” button is now activated (fig. 5.8.2).

Figure 5.8.1

The screenshot shows the 'Summary' tab selected in a navigation bar. Below the tabs are links to 'Report Calendar' and 'Summary Instructions'. The main area displays financial data in several sections:

- Funds on Hand:** Total funds on hand at the beginning of the reporting period: \$3,250.57; Total funds on hand at the end of the reporting period: \$2,922.57.
- Contributions:** Total contributions: \$0.00; Total previous contributions: \$0.00; Total contributions received for election cycle: \$0.00.
- Expenditures:** Total expenditures: \$328.00; Total previous expenditures: \$0.00; Total amount spent this election cycle: \$328.00.
- In-Kind Contributions:** Total in-kind contributions: \$0.00; Total previous in-kind contributions: \$0.00; Total in-kind contributions received for election cycle: \$0.00.
- Obligations:** Overdue obligations: \$0.00.
- Loans:** Total amount of loans received this period: \$3,000.00; Balance on all outstanding loans: \$0.00.

On the right side of the summary table, there is a note: "Note: The date & time stamp on this report is the time of submission - not the time of review by the Denver Election Division". Below this note is a checkbox labeled "Click here to terminate this committee. (Balance on hand must be zero)".

3. You can preview each form individually by clicking on the link above each section on this page. But this will not activate the “Submit and Print Report” button.
4. You can edit forms you have created by either clicking the “edit” link above each section or by clicking the appropriately named tab at the top of the screen.
5. If the balance on hand after you complete this report is zero and you would like to terminate this committee, click on the “click here to terminate this committee” checkbox below the “Submit Report to Elections Division” button.
6. Click the “Submit Report to Elections Division” if all the information has been entered for this report.
7. **You will receive an email indicating that your report has been successfully submitted to Denver Elections Division. If you receive this message in error, please call Denver Elections Division at 720-913-VOTE (8683) or send an email to campaignfinance@denvergov.org.**

Figure 5.8.2

The screenshot shows a web-based reporting interface for campaign finance. At the top, there is a navigation bar with tabs: Summary, Contributions, In-Kind Contributions, Expenditures, Loans, Overdue Obligations, and Report Activities. The 'Summary' tab is currently selected. Below the tabs, there is a note: "You may preview individual pages or preview the complete report prior to submission. If the balance on hand is zero and you wish to terminate the committee click the final report box." A red arrow points to the "Display Complete Report" button. Another red arrow points to the "Submit Report to Election Division" button. A third red arrow points to a checkbox labeled "Click here to terminate this committee. (Balance on hand must be zero)".

Total funds on hand at the beginning of this reporting period:	\$3,250.57
Total funds on hand at the end of this reporting period:	\$3,022.57

Contributions

Total contributions:	\$100.00
Total previous contributions:	\$0.00
Total contributions received for election cycle:	\$100.00

Expenditures

Total expenditures:	\$328.00
Total previous expenditures:	\$0.00
Total amount spent this election cycle:	\$328.00

Note: The date & time stamp on this report is the time of submission - not the time of review by the Denver Election Division

Click here to terminate this committee.
(Balance on hand must be zero)

6. Major Contributors Report

Major Contributor Reports are due the last six (6) days prior to an election and are due the day after the contribution has been received. As the name implies, these are large contributions received just before an election because they will not otherwise be reported until the Post-Election report is due, almost a month after the election. The points below are some major contribution reporting guidelines:

- Major contributions are \$500 or more, received in the last six (6) days before an election.
- All major contributions must also be entered on other reports.
 - The first day of major contributions are reported on the pre-election report.
 - The last five (5) days of major contributions are reported on the post-election report.

6.1 Creating a Major Contributors Report

1. Log in to the system following the instructions from section 2.4, p. 12-13.
2. Select the campaign for which you are reporting.
3. Select the “Report Activities” tab.
4. From the “Create a New Report” dropdown, select “Major Contributions” (fig. 6.1.1).
5. The system will ask if you want to create this report, click “Yes”.
6. You will be taken to the Contributions Tab for major contributions (fig. 6.1.2).

Figure 6.1.1

Candidate Info Financial Disclosure Treasurer Info Committee Info Committee Users **Report Activities**

[Report Calendar](#) | [Report Activities Instructions](#)

This area allows you to manage your reports. You can create reports, administer pending reports, amend previously filed reports and view previously submitted reports simply by selecting the desired report from the appropriate dropdown.

Report Activities

Select Election: The August report will be due September 5th by 5:00 pm.

Create a New Report:

Major Contributions

-- Create a Report --
January Monthly
February Monthly
March Monthly
April Monthly
May Monthly
June Monthly
August Monthly
September Monthly
Pre Election
Major Contributions
Post Election
Year End

Report:

7. You may notice the tab strip is now Red; this is how you know you are working on a report for a major contribution.
8. Additionally, you may notice the name of the report on the top.
9. Enter Contributor information according to the instructions in section 5.3 (p. 32-34).
10. Enter In-Kind Contribution information according to the instructions in section 5.3 (p. 32-34) as in-kind contributions are entered just like monetary contributions.
11. Enter Loan information according to the instructions in section 5.6 (p. 38-41).
12. When all information for the major contributors for the day is entered, click on the "Summary" tab (fig. 6.1.3).
13. Click on the "Display Major Contributions Report" button to view and print the report you just created. If the report is blank, you have not entered any information yet. Click on the appropriate tab to enter contributions, in-kind contributions or loan contributions.
14. Close out the preview window by clicking the "x" in the top right corner of this preview window. This will activate the "Submit to Elections Division" button (fig 6.1.4).
15. Click the "Submit to Elections Division" button to submit the report.
16. You will get a message instructing you to verify that the report is complete. If it is not, click the "Cancel" button and complete the report and resubmit. If the report is ready for submission, click the "Yes" button.

Figure 6.1.2

Cindy's your Clerk (Candidate) [Change](#)
 Cindy Clerk [Edit](#)
 200 W. 14th Ave.
 Denver, CO 80204
 (720) 865-4910 / tracy.steers@denvergov.org

Election: Tuesday, November 06, 2012
 Report Type: Major Contributions
 Report Name:
 2012_Clerk-Cindy_MajorContributions12
 Report Period: 10/31/2012 - 11/5/2012
 Report Due: 11/6/2012

Summary	Contributions	In-Kind Contributions	Loans	Report Activities
-------------------------	-------------------------------	---------------------------------------	-----------------------	-----------------------------------

[Report Calendar](#) | [Contributions Instructions](#)

Enter each contribution as a separate transaction. If the contributor is not listed in the grid, click "+" to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the contribution transaction. Then click the "save" button. This transaction should now show up on the grid.

Status: New Transaction Mode: Edit
 [Lookup Contributor] [Step 1 of 3]

Note: You must complete all 3 steps then press 'Save'.

ID	Contributor	Address	Date	Amount	Exception

↻ + Add ⌂ Edit ⌂ Del ⟲ ⟳ Page 1 of 0 ⟷ ⟸ 5 ⟹

No contributions found.

- 17.** You are now back at the Report Activities tab. If you look into “Administer a pending report” dropdown, you will notice that the Major Contributor report just submitted says “(submitted)” next to it. This report cannot be edited at this time. If you try to click on it, you will get a message to that effect.
- 18.** Since the Major Contributor report is due the day after the contribution is received, it is recommended that you submit at the end of each day so that none of these reports are submitted late.

Figure 6.1.3

Report Calendar | Summary Instructions

You may preview individual pages or preview the complete report prior to submission. If the balance on hand is zero and you wish to terminate the committee click the final report box.

Summary

[Display Major Contributions Report](#)

Note: The date & time stamp on this report is the time of submission -
not the time of review by the Denver Election Division.
All entries on this report must also be made on the Pre-Election or Post-Election report depending on the date of the Major Contribution

Figure 6.1.4

[Display Major Contributions Report](#)

[Submit Report to Election Division](#)

Note: The date & time stamp on this report is the time of submission -
not the time of review by the Denver Election Division.
All entries on this report must also be made on the Pre-Election or Post-Election report depending on the date of the Major Contribution

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intentionally blank

7. Viewing, and Amending Reports

7.1 Viewing a Previously Submitted Report

- 1.** After a report has been submitted, accepted and posted online by Denver Elections Division, you can view that report from within this system.
- 2.** Log in to the system following the instructions in section 2.4 (p. 12-13).
- 3.** Click on the “Report Activities” tab.
- 4.** Go to the “View a Previously Submitted Report” dropdown.
- 5.** If the report you wish to view is not listed there, check in the “Administer a Pending Report” dropdown to see if it still says “(submitted)”. This simply means that the report has not yet been posted and it will be posted soon.
- 6.** After viewing the report, log out of the system or continue working on current reports.

7.2 Creating an Amended Report

- 1.** Log in to the system following the instructions in section 2.4 (p. 12-13).
- 2.** Click on the “Report Activities” tab.
- 3.** Go to the “Amend a Previously Submitted Report” dropdown.
- 4.** If the report you wish to amend is not listed there, check in the “Administer a Pending Report” dropdown to see if it still says “(submitted)”. If so, you must wait for it to be posted or call Denver Elections Division at 720-865-4910 for assistance.
- 5.** Select the report that you wish to amend.
- 6.** Follow the instructions in section 5 (p. 29) as necessary to make adjustments to the report. (Note: Only transactions dated within the date constraints for this report will be accepted by this system.)
- 7.** Note: the amended report must be resubmitted so make sure you follow the directions all the way through submission of the report.

Contact Denver Elections Division with questions or comments:

**Denver Elections Division
Attn: Campaign Finance
200 West 14th Avenue, Suite 100
Denver, CO 80204**

**Phone: 720-913-VOTE (8683)
Fax: 720-913-8600
Email: campaignfinance@denvergov.org**